

PEDESTRIAN ISSUES IN WORK ZONES
WORKSHOP PLANNING MEETING MINUTES
August 6, 2008

A meeting was held on August 6, 2008 at 2:00 pm in the Work Zone Traffic Control Conference Room to plan the content for the Workshop. The following representatives attended:

Jay Bennett	Roadway Design Unit
Karen Capps	Project Development and Environmental Analysis (PDEA)
Jeff Cox	Division of Bicycle and Pedestrian Transportation
Tris Ford	Community Studies
Jennifer Portanova	Work Zone Traffic Control Unit

The group agreed on the agenda for the Workshop, discussed the Workshop material, and determined the action items that were necessary before the Workshop Planning Meeting #2 on August 27, 2008. The following is a summary of the planning meeting.

Draft Workshop Agenda
November 5, 6, 12 & 13

8:30am – 9:00 am	Registration
9:00am – 10:10am	History/Background (<i>Stuart or Jay</i>)
	Update on ADA Workstream
	Overview of the Guide, Memo, and Recommended Changes (<i>Jeff or Jennifer</i>)
10:10 am – 10:20 am	Break
10:20 am – 12:00 pm	Interim and Final Procedures (<i>Karen and Tris</i>)
12:00 pm – 1:15 pm	Lunch (on your own)
1:15 pm – 2:20 pm	Lessons Learned (<i>Joseph, Ron, and/or Jennifer</i>)
2:20 pm – 2:30 pm	Break
2:30 pm – 3:00 pm	Conclusion/Questions (<i>Jay –moderator</i>)

Materials

- Agenda
- Memo and Guidelines
- Committee Member and Contact Names
- Interim and Final procedures
- Blank Paper
- Education Plan
- Updated Recommended Changes
- Presentation (if possible)

Action Items

- ☐ Each person will complete a draft presentation for their section by the August 27th meeting
- ☐ Jay will arrange the introduction speaker for each Workshop
- ☐ Joseph will contact Ron and Keith about their participation in the Workshop
- ☐ Jennifer will provide a draft copy of the materials for the Workshop on August 27th
- ☐ Jennifer will send Karen any pedestrian pictures and Jeff an updated Recommended Changes and Education Plan